Changes and Cancellations

- **Changes to DoD Issuances.** A change amends no more than 25% of an existing DoD issuance and has the full authority of the issuance. A changed issuance retains its original date (initial publication or last coordinated revision) and original signature. The three types of changes to DoD issuances are:

  - **Administrative.** Alters only nonsubstantive portions of an issuance such as titles and dates of references and organizational names and symbols.
  - **Conforming.** Complies with recent (within 90 days) and specific Executive, Legislative, or Secretary or Deputy Secretary of Defense direction.
  - **Substantive.** Amends an essential section of an issuance such as purpose, applicability, policy, responsibilities, procedures, information requirements, and releasability.

- **Cancellations of DoD Issuances.** An issuance shall be canceled when the owning OSD Component determines that it has served the purpose for which it was intended; is no longer needed; and is not appropriate for incorporation into a new, revised, or existing issuance.

Changing an Issuance: Process and Coordination

- **FORMATTING. For formatting guidance, see standards for making changes to DoD Issuances on the DoD Issuances Website.**

- **ADMINISTRATIVE CHANGE**
  - **After internal coordination is complete, submit a clean copy of a draft memorandum from your PSA to the DA&M requesting posting of the change (a sample is available on the DoD Issuances Website) and the DoD issuance with changes to DoDDirectives@whs.mil or DoDDirectives@whs.smil.mil for precoordination edit. No SD Form 106 is required.**
  - **For most issuances, no formal coordination or legal review is required; however, administrative changes to DoDDs and SD/DSD DTMs require a legal sufficiency review by OGC and, if a releasability statement is added, a security review by OSR.**
  - **Submit the signed memo from your PSA and a clean copy of the issuance with changes (hard copy and electronic) to the Directives Division.**

- **CONFORMING CHANGE**
  - **Follow the processing procedures of a regular DoD issuance, from precoordination to final posting. All issuances shall receive a legal objection review and a legal sufficiency review by OGC.**
  - **Coordinate through the Portal with mandatory agencies only. Coordinating agencies comment on changing text (in red) only.**

- **SUBSTANTIVE CHANGE**
  - **Follow the processing procedures of a regular DoD issuance, from precoordination to final posting. All issuances shall receive a legal objection review and a legal sufficiency review by OGC.**
  - **Coordinate through the Portal with all agencies that originally coordinated on the issuance. Coordinating agencies comment on changing text (in red) only.**

Cancelling an Issuance: Process and Coordination

- **To cancel an issuance, follow the processing procedures of a regular DoD issuance, from precoordination to final posting. The precoord package shall include an unsigned SD Form 106, and a .pdf of the original issuance being cancelled.**

- **Coordinate via the Portal with all agencies that originally coordinated on the issuance.**

- **Presignature package shall include a clean copy of a draft memorandum from your PSA to the DA&M requesting cancellation (a sample is available on the DoD Issuances Web Site), list of coordinating officials, and any coordinations not provided on the portal.**

- **All issuances shall receive a legally objectionable review and a legal sufficiency review by OGC.**